

MEMORANDUM

May 19, 2008

TO: Joseph Adler, Director, Office of Human Resources (OHR)

FROM: Chris Cihlar, CountyStat Manager

SUBJECT: Follow-up steps outlined in the 5/16/2008 CountyStat meeting to be presented in writing by July 11 to the CountyStat office

The following items were identified for follow-up during the CountyStat meeting:

1. Develop a 3-month, 6-month, and 9-month evaluation tool for managers to use for probationary employees.
Responsible parties: OHR
Other parties involved: None
Deadline: July 11, 2008
2. Define what managers should know about informal discipline and provide definitions of the elements of informal discipline.
Responsible party: OHR
Other parties involved: None
Deadline: July 11, 2008
3. Review training requirements for managers. Determine additional training that should be included and identify opportunities to provide that training.
Responsible party: OHR
Other parties involved: None
Deadline: July 11, 2008
4. Determine the feasibility of conducting focus groups with managers.
Responsible party: OHR
Other parties involved: None
Deadline: July 11, 2008
5. Determine the feasibility of detailing OHR employees to other departments in a matrix configuration.
Responsible party: OHR
Other parties involved: none
Deadline: July 11, 2008

cc: Timothy Firestine, Chief Administrative Officer
Fariba Kassiri, Assistant Chief Administrative Officer